

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in a Microsoft Internet Explorer browser window. The user is logged in as 'Joe Teacher'. The left sidebar contains a tree view of navigation options, including 'Teacher Access', 'Student Services Access', 'Advisor Access', and 'Administrator Access'. A yellow callout box is overlaid on the page, providing information about the '500 - Class Roster Report'.

**500 - Class Roster Report**  
Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

**What is a Class Roster?**  
This report provides a listing of all the students in your class with options to include addresses, phone numbers, etc.

**Why would you use a Class Roster?**  
This report can be used whenever a list of students in your class is needed for your own reference or for submission to a third party.

**When would I use a Class Roster?**  
A printed class roster is often needed for substitute teachers or field trip chaperones.

Additional visible text in the interface includes: 'sources for your school.', 'mebody@anyschool.com', and 'Last Login Sunday, July 1, 2007 at 4:30 PM.'

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Skyward Educator Access Plus - Microsoft Internet Explorer

Elementary School  
Teacher: Joe Teacher

[Home Page](#) | [My Gradebook](#) [View Tutorial](#) [Print Queue](#) [Back](#)

Reports for All Classes ▾

100 Elementary School

Dept	Subject	Terms	Period	Days Meet	Class	Description	
		1 - 4	1	MTWRF	2HOME / 01	2ND GRADE HOMEROOM	<a href="#">Standards Gradebook</a>
		1 - 4	2	MTWRF	0002 / 1	2ND GRADE	<a href="#">Standards Gradebook</a>

Select a class,  
click Standards Gradebook.

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Skyward Educator Access Plus - Microsoft Internet Explorer

EDUCATOR ACCESS<sup>plus</sup> **Elementary School** [View Tutorial](#)  
 Teacher: **Joe Teacher** Class: [0002 / 1 Prd:2 2ND GRADE](#)

[Home Page](#) | [My Gradebook](#) | **Main Screen** [Print Queue](#) [Back](#)

Other Access ▾ | Classes ▾ | Events ▾ | Comments | Attendance ▾ | Grade Marks | Reports ▾ | Display Options ▾ | Quick Scoring | Excel Export

Students	No Atnd Entry Today	T1 Language A	T1 Language A	T1 Language A	T1 Language A	e A ski	T1 Math	T1 Math	T1 Math
		Sample ski	Sample ski	Sample ski	Sample ski		Sample ski	Sample ski	Sample ski
1 <a href="#">Burne Patri</a>		D	4	3	3				
2 <a href="#">Burne Savan</a>		D	4	3	3	B	4	3	
3 <a href="#">Diess Shani</a>		D	4	3	3	B	4	3	
4 <a href="#">Pavek Josep</a>		D	4	3	3	B	4	3	
5 <a href="#">Ramad Shawn</a>		D	4	3	3	B	4	3	
6 <a href="#">Rice Tommy</a>		D	4	3	3	B	4	3	
7 <a href="#">Rosen Katel</a>		D	4	3	3	B	4	3	
8 <a href="#">Schro Willi</a>		D	4	3	3	B	4	3	

Select the **Reports** button,  
click **Class Roster**.

**Attendance**  
 Detail Report  
 Summary Report By Class

**Gradebook**  
 Grade Sheet Report  
 Progress Report  
 Event Listing  
 Standards Report Card  
 Missing Events  
 Progress Detail Report

**Class Information**  
 Class Roster  
 Student Information  
 Alignment Standards  
 Standard Scores by Assignment

Slide 4 - Slide 4

The screenshot shows the Skyward Educator Access Plus web application. At the top, the browser title is "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo and a "Print Queue" button. Below the header, the main content area is titled "All Classes - Joe Teacher" with a sub-report of "Class Roster". A table lists three report templates:

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name; Grad Year; Grade; Birth date; Gender; Guardian Info
920	Student Name; ID; Phone; Advisor

To the right of the table is a vertical menu of buttons: "Print", "Back", "Add a new Template", "View parameters of Template", "Clone Template", and "Select Different Classes". A yellow callout box points to the "Add a new Template" button with the text: "To create your own version of the report, click Add a new Template."

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Skyward Educator Access Plus - Microsoft Internet Explorer

Print Queue Back to Report Ranges

Sequence #: 10

Report Template Name: Sample

Save

Back

Enter a name for your report.

Click Save.

Slide 6 - Slide 6

The screenshot shows the 'Parameters for Class Roster Report' page in Skyward Educator Access Plus. The page title is 'Parameters for Class Roster Report' and it indicates '122 chars - Landscape Report'. The 'Display Students enrolled for Term' is set to 'Current Term : 04/02/2007 - 07/30/2007'. Under the 'Options' section, 'Name Display' has radio buttons for 'Last, First MI', 'First Middle Last', 'Last First Middle', and 'First MI Last' (selected). 'ID Display' has radio buttons for 'Student ID' (selected), 'Internal ID', 'Name Key', and 'None'. 'Sort by' is a dropdown menu set to 'Last Name'. The 'Display Information' section includes checkboxes for 'Grade', 'Phone Number', 'Home Address', 'Grad Year', 'Email', 'Mailing Address', 'Birth Date', 'Gender', and 'Advisor'. The 'Family Information' section includes checkboxes for 'Primary Guardian', 'All Guardians', 'Phone 1', 'Phone 2', 'Phone 3', 'Email', 'Home Address', and 'Mailing Address'. A 'Save' button is visible on the right side of the form.

Select the **term** to display enrolled students.

When complete, click **Save**.

Select to **sort** students by first or last **name**.

An assortment of student **Demographic** information is available for selection.

Slide 7 - Slide 7

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo, a "Print Queue" icon, and a "Back to Report Ranges" button. The main content area features a table of report templates and a vertical menu of actions. Three yellow callout boxes provide instructions: 1) Highlight the report that you wish to print. (pointing to the table), 2) To run the report for only certain classes, click Select Different Classes. (pointing to the "Select Different Classes" button), and 3) Click Print. (pointing to the "Print" button).

Seq #	Report Template Name
10	Sample
900	Student Name & Student Info
910	Student Name; Grad Year; Grade; Birth date; Gender; Guardian Info
920	Student Name; ID; Phone; Advisor

- Print
- Back
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Classes

Slide 8 - Slide 8

http://localhost/skyread/SKR172246TQOWBPBJ31974.pdf - Microsoft Internet Explorer

1 / 2 71.2% Find We value your feedback

User: userst01.p 03.07.02.01.00		Elementary School Class Roster Report		Date: 07/01/07 Time: 7:39 PM	Page: 1
Teacher: Teacher, Joe		School Year: 2006-2007			
Course: 2HOME / 2ND GRADE HMRM		Sec: 01 Period: 1 Room #:			
First MI Last	Grade	Birth Date	Guardian Name	Primary Phone	
Patrice Burnell	02	08/08/99	Burnell, Mic 8310 County Rd Somewhere, WI 12345	(123) 111-1111	
Savanna Burnell	02	04/05/99	Burnell, Mic 8310 County Rd Somewhere, WI 12345	(123) 111-1111	
Shanie B. Diessner	02	10/24/98	Diessner, Scott 11536 SE Deegan Ave Somewhere, WI 12345	(123) 595-3335	
Joseph Pavak	02	03/25/99	Pavak, Michael 816 Maplewood Dr Somewhere, WI 12345	(123) 297-0801	
Shawn P. Ramadan				(123) 297-3645	
Tommy Rice				(123) 265-5256	
Katelyn Rosenthal	02	08/09/98	Rosenthal, Charlie 113 Willow Dr Somewhere, WI 12345	(123) 297-8209	
William Schroeder	02	05/24/99	Schroeder, William 421 E Elm Ave Somewhere, WI 12345	(123) 297-9266	
Number of Students: 8					

This is a sample Class Roster report.

This concludes the tutorial.